

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-583

**OPEN PERIOD:**

11/17/2009 – 12/1/2009

**JOB TITLE:**

Doctrine, Training and  
Force Development  
Officer

**PAY GRADE AND SERIES:**
**GS-0340-12**
**PAY RANGE:**

\$72, 168 - \$93,814

**POSITION LOCATION:**

Sacramento, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS**
**PDCN #:** 90069000

**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of O-3 through O-5.

**Compatible Military Grade Assignment:** MOS 01A, 59, 02A

**Key Requirements:**
**THIS IS AN INDEFINITE POSITION**

This is a provisional position description that projects duties and responsibilities associated with the Joint Staff. This position is located in the Joint Force Headquarters-State, (JFHQ-State), Doctrine, Training, and Force Development Directorate (J-7). The primary purpose of this position is to serve as the Doctrine, Training, and Force Development Officer. Functions as the JFHQ-State principal staff officer in the areas of joint force development; supporting operational planning; joint doctrine; education and professional military development; staff training; exercises; and assessment. Works with the Army and Air National Guard training and exercises staff elements to ensure continuity of effort. Pursues joint force development through joint doctrine, training, tactics, techniques, and procedures. Functions as the JFHQ staff officer for training transformation. Assists the JFHQ Commander in preparation of supporting plans, programs, activities, exercises and training. In cooperation with the Combatant Commanders (CoComs), National Guard Bureau, Services, and interagency organizations, exercises and improves the state National Guard capabilities in support of Federal and State missions. Manages the state National Guard joint exercise and assessment programs. Develops and promulgates State National Guard operational plans, studies and concepts. This position requires military membership.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques.

**Doctrine, Training and Force Development Officer GS-0340-12:** Must have 36 months of specialized experience which demonstrates the ability to facilitate the development of organizational training plans that prepare the organization to meet mission essential tasks, including metrics of performance and methods of tracking; experience which demonstrates the ability to design, develop, and coordinate performance based exercises intended to improve the ability of the organization to meet its assigned missions; experience which demonstrates the ability to complete performance readiness reporting based on published standards, and utilize reporting systems to track status and progress toward readiness goals; experience which demonstrates the ability to conduct trend analysis of readiness report and after action reports to shape future training plans; experience which demonstrated the ability to supervise the efforts of individuals or teams to prioritize efforts, accomplish tasks, and continue the professional development of those supervised; experience which demonstrated the ability to gather information following training or operational events on lessons learned, to record those for future use, and to incorporate the lessons learned into future training plans.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of complex training plans including assessment plans.
2. Ability to design, develop, and coordinate performance based exercises intended to improve the ability of the organization to meet its assigned missions.
3. Knowledge of and skill in assessing/tracking/reporting readiness status of an organization.
4. Ability to supervise the efforts of individuals or teams to prioritize efforts, accomplish tasks, and continue the professional development of those supervised.
5. Skill in collecting and developing After Action Reports (AAR).
6. Ability to gather information following training or operational events on lessons learned, to record those for future use, and to incorporate the lessons learned into future training plans.

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**